OTE # 84-3514 8 May 1984.

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FROM:	
r ROM:	Executive Officer
	Office of Training and Education, DDA
	Office of framing and Education, DDA
SUBJECT:	Back By Popular Demand - "Just Plain English"
1. The Whi	te House Adviser on Clear Government Writing,
	will repeat his one-day program on
	in the Headquarters Auditorium on 29 May 1984.
	ish" is for "all who write and approve
	erworkGS-11 and above. Grammar and punctuation
receive little a	ttention."
2.	will tailor his program to the
-	f we provide him with writing samples he can
	to this, he is asking that each directorate
	riting samples including:
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* Di	rectives
* Fo	rms
	emos
* Le	emos etters (preferably with the correspondence they
* Le (a	emos etters (preferably with the correspondence they enswer)
* Le (a * Br	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background
* Le (a * Br pa	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background epers
* Le (a * Br pa * Sp	emos etters (preferably with the correspondence they nswer) eiefing material such as testimony and background pers ecial Agency formats such as cables and reports
* Le (a * Br pa * Sp	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background epers
* Le (a * Br pa * Sp * Ag	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background pers recial Agency formats such as cables and reports ency instructions about writing
* Le (a * Br pa * Sp * Ag	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background epers recial Agency formats such as cables and reports ency instructions about writing  who is cleared for Top Secret, needs
* Le (a * Br pa * Sp * Ag  3. our Agency's wri	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background pers recial Agency formats such as cables and reports rency instructions about writing  who is cleared for Top Secret, needs ting samples (nothing classified above
* Le (a * Br pa * Sp * Ag  3. our Agency's wri Confidential) ap	emos etters (preferably with the correspondence they enswer) riefing material such as testimony and background epers recial Agency formats such as cables and reports ency instructions about writing  who is cleared for Top Secret, needs

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4. The success of any effort to improve the Agency's
written communication depends upon the participation and support
of upper management. We request that you urge individuals who
write or review writing and who were unable to attend the
previous seminar to attend the four-hour program on 29 May 1984
from 1000-1200 and from 1400-1600 hours.

OTE # 84-3514

MEMORANDUM FOR:	Chief, Evaluation and Plans Staff, DO
FROM:	
	Executive Officer
	Office of Training and Education, DDA
SUBJECT:	Back By Popular Demand - "Just Plain English"
	te House Adviser on Clear Government Writing,, will repeat his one-day program on
"Just Plain Engl:	in the Headquarters Auditorium on 29 May 1984. ish" is for "all who write and approve rworkGS-ll and above. Grammar and punctuation
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	nos tters (preferably with the correspondence they nswer)
* Bri	iefing material such as testimony and background
~ ~	pers
	ecial Agency formats such as cables and reports ency instructions about writing
3.	who is cleared for Top Secret, needs
_	ting samples (nothing classified above
	proximately two weeks before the day of the
	send the samples to at
	16 at the C of C by 17 May 1984.

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4. The success of any efforwritten communication depends upon the second state of upper management. We request	on the participation and support
write or review writing and who werevious seminar to attend the form 1000-1200 and from 1400-1600	were unable to attend the our-hour program on 29 May 1984

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OTE # 84-3514

## 1 8 MAY 1984

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MEMORANDUM FOR:	Chief, Management Staff, DDS&T
FROM:	Executive Officer Office of Training and Education, DDA
SUBJECT:	Back By Popular Demand - "Just Plain English"
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(ar * Br: par * Spe	nswer) iefing material such as testimony and background pers ecial Agency formats such as cables and reports ency instructions about writing
Confidential) approgram. Please	who is cleared for Top Secret, needs ting samples (nothing classified above proximately two weeks before the day of the send the samples to at

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from 1000-1200 and from 1400-1600	

OTE # 84-3514

" 8 MAY 1984

MEMORANDUM FOR:	Chief, Training Management Staff, DDI
FROM:	Executive Officer Office of Training and Education, DDA
SUBJECT:	Back By Popular Demand - "Just Plain English"
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* Spe	pers ecial Agency formats such as cables and reports ency instructions about writing
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SUBJECT: Back By Popular Demand - "Just Plain English"

OTE:MATD:CTB:

Orig - EO/DDA

1 - C/TMS/DDI

1 - C/MS/DDS&T

1 - C/EPS/DO

1 - EO/OTE

1 - C/MATD Chrono

1 - C/CTB/MATD

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